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REPORT OF TRAINING AT NON-CIA FACILITY
(Forward Original and One)

TO : Director of Training
ATTN : Registrar/TR
THROUGH: Training Officer

FROM : [REDACTED]
OFFICE: NPIC/IPD/OPB
DATE : 9 October 1967

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1. FACILITY ATTENDED

USDA Graduate School
Easton, Maryland Facility

2. DATES OF TRAINING

13-22 September 1967 (inclusive)

3. NAME AND DESCRIPTION OF PROGRAM

Management Development Program for Federal Executives, Phase II
(See attached sheet.)

4. YOUR TRAINING OBJECTIVES

To acquire techniques that would improve the management of my branch; to better understand the problems related to the management of people.

5. EVALUATION OF PROGRAM (Include: a. Strengths and weaknesses of program. b. Identify any outstanding speakers and their specific topics or area of instructional competence.)

This course or a similar course should be attended by all supervisory personnel. The sooner, the better. Too many people are selected for supervisory positions because of their technical knowledge and competence, not because they can successfully lead people. The USDA course is designed for administrators with special emphasis on the techniques needed to lead a group of people.

Before attending this course, I attended the five-day management course given by the Agency. Although the Agency course was very good as an appetizer, it was not intensive or long enough.

During the USDA program each student was drilled in human relations: how to evaluate people during discussions and interviews; how to understand and assess their motivations; how to communicate with them; how to supervise them; how to organize them; and how to delegate work and authority. In my opinion there were no weak points in the program, except for one speaker who was disappointing.

To someone who has been in a supervisory capacity for a long time this program could be "old hat." Nevertheless, every new supervisor should be exposed to this type of "people" training.

See attached sheet.

6. ATTACHED ARE:

TRANSCRIPT OF GRADES

YES X NO

CERTIFICATE OF COMPLETION

YES X NO

7. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.

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NOTE: Upon receipt of this report, with attachments as applicable, a certification of completion will be forwarded to the Office of Personnel for inclusion in your official folder.

Approved For Release 2001/08/31 : CIA-RDP78-06367A000100200001-7

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3. NAME AND DESCRIPTION OF PROGRAM (Continued)

The program was an intensive nine-day workshop developed by one of the four committees composed of students attending the program. Under the guidance of the program director, this committee (advisory) formulated a program based on the needs of the students. New techniques in management were presented by authorities in the field, by motion pictures, and by other visual aids. After each lecture or presentation of a given problem, each group of students attempted to solve the problem in its own way. Excellent library facilities were available.

5. EVALUATION OF PROGRAM (Continued)

The following lecturers participated in the program:

Dr. Margaret Gorman, Chairman of the Department of Psychology and Mother Superior, Newton College of the Sacred Heart, Boston, Mass.

Dr. Gorman spoke on perception and communications. She is a very energetic person who believes in and loves her work. She was willing to devote hours to the discussion of related problems.

Rating: outstanding.

James C. Bostain, linguistic scientist, Foreign Service Institute, Department of State.

His subject, communication and language, was presented in a light, jovial manner within the framework of his experiences at the Foreign Service Institute. He is a good after-dinner speaker.

Rating: good.

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William R. Van Dersal, Assistant Administrator for Management, US Soil Conservation Service.

Mr. Van Dersal, who is a fine speaker, lectured on success in management. He distributed several booklets on supervision, management, and motivation.

Rating: excellent.

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5. EVALUATION OF PROGRAM (Continued)

Charles Austin, American University.

His presentation on developing subordinates was hampered by too great a reliance on visual aids.

Rating: fair.

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In his lecture, "Stress: An Executive Status Symbol," Dr. [REDACTED] discussed the mental and physical problems resulting from managerial responsibilities. He also discussed these problems in relation to employees who are in the wrong job or who are working in an improper environment. He is a fine speaker who is able to hold the attention of an entire audience. Rating: excellent.

William Mulvehill, Director, Dale Carnegie Institute, Washington, D.C. Office.

Mr. Mulvehill's lecture on human relations was brief and to the point. He discussed human relationships in social and working environments; manager-employee relationships; how to "feel out" people; how to determine what motivates them; how to praise and criticize them.

Rating: excellent.

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